

## SAMPLE SCREENING RUBRIC – ACCOUNTANT III

Use this rubric to evaluate the candidate's experience, knowledge, education, and competencies during the screening process.

|   | Strong Evidence | Moderate Evidence | Minimal Evidence | Unable to Judge | Comments |
|---|-----------------|-------------------|------------------|-----------------|----------|
| <p>Experience, Knowledge, and Education:</p> <ul style="list-style-type: none"> <li>Bachelor's degree in an appropriate area of specialization</li> <li>Four years of experience</li> </ul>   |                 |                   |                  |                 |          |
| <p>Problem Solving:</p> <ul style="list-style-type: none"> <li>Gains agreement on the problem-solving process, risk assessment, decision points, and criteria.</li> <li>Predicts and explains long-term trends and implications for alternatives.</li> <li>Monitors industry for best practices and new techniques in problem-solving.</li> <li>Successfully organized problem solvers and stakeholders for high-impact problems.</li> <li>Trains others in the process of eliciting alternatives and assessing their impact.</li> <li>Orchestrates the resolution of high-impact and cross-functional problems.</li> </ul> |                 |                   |                  |                 |          |
| <p>Accuracy &amp; Attention to Detail:</p> <ul style="list-style-type: none"> <li>Supports and communicates the organization's quality management process.</li> <li>Discusses the value and associated costs of formal walkthroughs.</li> <li>Designs techniques for measuring the cost and impact of errors.</li> <li>Evaluates manual and electronic tools and techniques for enhancing accuracy.</li> <li>Coaches others in methods of identifying and correcting errors, oversights and omissions.</li> <li>Monitors the industry for new tools and techniques in assuring accuracy.</li> </ul>                         |                 |                   |                  |                 |          |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <p>Commitment to Diversity:</p> <ul style="list-style-type: none"> <li>• Sees the value of cultural, ethnic, gender, and other individual differences in people. Supports an environment of learning about, valuing, encouraging, and supporting differences.</li> <li>• Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others.</li> <li>• Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals and listens to.</li> </ul> |  |  |  |  |  |
| <p>Position-Specific Competency</p> <ul style="list-style-type: none"> <li>• Experience processing biweekly journal entries, reversal adjustment processing, and payroll run processing.</li> <li>• Extensive knowledge of off-cycle processing, third-party vendor adjustments, and reconciliation of payroll.</li> <li>• Thorough understanding of how to prepare and remit federal employment taxes on a weekly basis. including verifying data on employee's records and adjustments in myUFL.</li> </ul>  |  |  |  |  |  |

## FOR ADDITIONAL ASSISTANCE

### **Policies & Directives**

Talent Acquisition & Onboarding

352-392-HELP

[talent@hr.ufl.edu](mailto:talent@hr.ufl.edu)